

Comparisons of Job Characteristics

Focus Occupation: Receptionists and Information Clerks (43-4171)

Associated Occupation: Medical Transcriptionists (31-9094)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 78

Focus Occupation: Receptionists and Information Clerks (43-4171)

Associated Occupation: Medical Transcriptionists (31-9094)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
English Language	11.2	18.9	11.0	<<	Extensive education and/or training may be required
Clerical	7.3	18.0	14.7	<	Expanded education and/or training may be required
Computers and Electronics	8.4	10.9	10.2	0	Current knowledge level may be sufficient
Medicine and Dentistry	3.7	7.2	2.2	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 80

Focus Occupation: Receptionists and Information Clerks (43-4171)

Associated Occupation: Medical Transcriptionists (31-9094)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Active Listening	11.0	12.1	11.2	0	Current skill level may be sufficient
Reading Comprehension	10.7	11.8	10.0	<	A higher skill level may be required
Writing	9.2	10.4	8.7	<	A higher skill level may be required
Time Management	8.9	8.6	7.5	<	A higher skill level may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities

Similarity of Focus Occupation to Associated Occupation: 90

Focus Occupation: Receptionists and Information Clerks (43-4171)
Associated Occupation: Medical Transcriptionists (31-9094)

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Oral Comprehension	12.5	15.1	11.9	<<	Extensive improvement in abilities may be required
Written Comprehension	11.0	12.9	9.7	<<	Extensive improvement in abilities may be required
Written Expression	9.8	12.8	8.7	<<	Extensive improvement in abilities may be required
Speech Recognition	9.9	12.1	11.2	0	Current ability level may be sufficient
Finger Dexterity	7.6	10.2	6.4	<<	Extensive improvement in abilities may be required
Selective Attention	8.7	9.4	8.3	<	Some improvement in abilities may be required
Perceptual Speed	7.4	8.2	6.2	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 85

Focus Occupation: Receptionists and Information Clerks (43-4171)
Associated Occupation: Medical Transcriptionists (31-9094)

Work Activities	Exclusivity of Activity
Transcribe spoken or written information	74
Use computers to enter, access or retrieve data	3
Use oral or written communication techniques	1

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 93

Focus Occupation: Receptionists and Information Clerks (43-4171)
Associated Occupation: Medical Transcriptionists (31-9094)

Tools and Technologies	Exclusivity
Computers	1
Content authoring and editing software	1
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2

Industry specific software	1
Information exchange software	1
Mail machines	51
Network applications software	1
Personal communication devices	2
Typing machines and accessories	25

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.